Cultural Trust FAQ's

Q: You ask for financial statements for the most recently completed fiscal year. What if we are on a calendar year basis?
A: If you are on a calendar basis, you should submit your financial statements for that most recently completed calendar year, which would be the year ending December 31, 2009. The same applies if you are on a fiscal year other than the state fiscal year of July 1-June 30.

Q: If we are on a calendar year, can we use that year in determining our budget for the budget forms?
A: Yes, you can develop budgets based on your actuals for your most recently completed calendar year. Presumably as both are 12 month periods, any differences would be negligible.

Q: If we are on a calendar year, can we report our actual calendar year expenditures and revenue on our final report?
A: Unfortunately, that's where it gets dicey. The grant period is from July 1, 2011-June 30, 2013. As stated: All grant activities MUST occur and grant matching funds be spent and/or encumbered during this grant period. If the grant activities and matching funds are not met during the grant period the grant award will revert. There are no exceptions.
So although it is a major pain, the law requires you to report grant and matching funds spent and/or encumbered DURING the grant period, as mentioned above.

Q: I'm very confused as to why funding for Operational Support is considered a Special Project when it's for an expansion of ongoing programs or operations.
A: The advisory committee has long adhered to the policy that the definition of Operational Support is current level of operations plus inflation. Anything other than that is a Special Project. So, for example, if you are adding new staff, it will be a Special Project this grant cycle.

Q: What if an organization already has plans to add two staff members and they are applying for operating support? They don't want to apply to fund the two new staff, they'll have those costs covered in other ways. Is this Operational Support or Special Project?
A: This would be Operational Support as long as the application is for current level operations plus inflation. The organization would explain the cause of the increase caused by the two new staff members over that current level at the bottom of the budget detail.

Q: How can we get a hard copy of the application form if an application can only be made online?
A: Log-on to the application site and you will see two links for this at the top of the application form. Click on Print Question to print a blank form and click on Print Packet to print your completed application for your records.

Q: Our IRS 990 form is huge. What's the best way to submit it with our application?
A: The Fax-to-File function on the application site is the best way to submit items that you don't already have in electronic format. It's the ideal way to handle large documents such as a 990. Instructions for Fax-to-File are available from a link on the sidebar in the application form.

Q: We scanned our financial statements and tried to upload the file but the application form won't accept it because it's too big. What should we do?
A: To limit the size of scanned documents for uploading to a box on the application form, we recommend setting the scan resolution at 100dpi <u>maximum</u>. Alternatively, you could use Fax-to-File.

Q: How do I know if we need SHPO letter?
A: If you are applying for funding for a project sited on land covered by historic preservation covenants, or which affects or takes place on prehistoric or historic properties, the State Historic Preservation Office (SHPO) must evaluate its possible impact and appropriateness. Cultural Trust funding will not be granted without a letter of approval from SHPO.

Q: Why do we need letters of support for our application?
A: Letters of support demonstrate to the Cultural & Aesthetic Trust Advisory Committee the real ways your organization benefits its community. Letters from individuals and/or groups give a unique, first-hand perspective on the range, value and impact of an organization. They don't need to be long or fancy – just tell it like it is!

Q: How can I include In-Kind goods and services in our budget?
A: From the application form you can open an optional document that helps you value and detail the donated services or supplies your organization has received. The total can then be used in your application budget form.

Q: Do we have to submit supplemental materials?
A: It is highly recommended that supplemental materials are submitted by <u>every</u> applicant. They are a great way to promote your organization and provide an overall picture of your activities to members of the Cultural & Aesthetic Trust Advisory Committee who may not be familiar with you or your part of the state.

Q: Some of the boxes for our answers in the application form have character limits on them. How many pages will fit in a space marked "1000 characters"?
A: Approximately 1/3 of a page will fit in that box on the application form and a page of single-spaced text will fit in a box marked "3000 characters". (The spaces between words also count as characters.)

Q: How can I be sure my application has all of the information attached correctly?
A: After you have completed your application (or at any time during the process) you can click on "Print Packet" at the top of the form and review your information as the advisory committee will see it. This is also a very good time to double check that the file you uploaded is, indeed, the correct version of your information. PLEASE make sure the files you have uploaded as attachments are accurate…. When offered a list of choices, it is very easy to click "Budgie" instead of "Budget" and the committee will be wondering why you put a picture of your pet parakeet in the budget upload field.